

### **Internship Opportunity**

Delaware Economic Development Office  
99 Kings Highway  
Dover, Delaware 19901

**Internship Position:** Assistant Workforce Development Representative

**Location:** Dover, Delaware

**Commitment:** 15-20 hours per week for 8-10 weeks.

**# Intern:** one; undergraduates or graduate.

**GPA:** 3.2+

**Agency Overview:** The Delaware Economic Development Office, Workforce Development Center (WDC) stands ready to help existing companies with business, retention and expansion. WDC leverages DEDO cluster employer groups to help Delaware companies recruit and retain valued employees. In essence, our local companies are provided assistance with recruitment, training, retention and education for all types of employees.

**Internship Description:** Assistant Workforce Development Representative will be assigned to research and collect data on diverse agencies within the State that have available educational/training opportunities such as grants and/or funding sources in which Delaware citizens would be eligible for, i.e., Governor's Workforce Development Grant. Develop a reference manual that lists the agency, grant or funding sources, eligibility requirements, amount of funding available, and other pertinent information deemed necessary for the resource list.

**Eligible Fields of Studies:** Economic Development, Human Resource Management, Community Development, Public Policy and Business Administration.

**Eligibility/Skills Required:** Written and oral communication skills, organizational skills and experience, research/survey skill and ability, problem-solving ability and critical thinking skills required. Group process skills and experience, computer skills, team work skills and experience, report writing; interest and experience in community and economic development, research, and employment and training preferred.

**How to Apply:** E-mail letter outlining interests, resume, and references to:

**Contact:** Sonia Aguilar, Acting Director, Workforce Development Center

**Phone:** 302-672-6850

**Fax:** 302-739-2070

**E-mail:** Sonia.Aguilar@state.de.us